

INSPECTION GUIDE

I. BACKGROUND AND PHYSICAL LOCATION

- A. Area
- B. Construction

II. PERIMETER SECURITY

- A. Fence --Walls
  - 1. Wire or board, height
  - 2. Lighting
- B. Entrance
- C. Guards
- D. Watchman Clock Stations
- E. Firefighting Equipment
- F. Regulations

III. RESTRICTED AREAS

- A. Room or Vault Construction
- B. General Office Outlay
  - 1. Reading Room
- C. Entrances
  - 1. Doors, wood or steel
  - 2. Locks, Key or combination
- D. Windows, exterior
  - 1. Grilled and/or locks
  - 2. A.D.T. system
  - 3. Electric alarm system
- E. Identification required for Access
  - 1. Badge
  - 2. Personal Identification
  - 3. Control
  - 4. Outside bell
- F. Possibility of visual or aural observation from exterior
- G. Telephones, inside area
- H. Are Area security check sheets used?

IV. GUARDS

- A. Military or U.S. Civilians
- B. Guard access to Interior or to vault
- C. Firearms
- D. Guard coverage during off-duty hours
- E. Supervision clock watchman stations

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- F. Does guard force perform after hours security checks of office, safes and files?
- G. Guard clearances
- H. Guard telephones

V. PASSES

- A. Issuing Officer
- B. Records
- C. Visitor Control System
  - 1. Register
- D. How and by whom are passes or badges made?

VI. SECURITY OFFICER

- A. Is there a trained Security Officer assigned as TSO?
- B. To whom is the TSO responsible?
- C. Does the TSO conduct briefing and debriefings?
- D. Does the TSO issue TALENT clearances
  - 1. What unit does the evaluation for personnel?
  - 2. Is there an alternate TSO?

VII. EMERGENCY DESTRUCTION PLAN

- A. What plans have been made for the emergency destruction of TALENT materials?
- B. Has a priority been established with the parent service in their emergency destruction plan for the destruction of TALENT materials?
- C. What is the degree of priority?

VIII. TELEPHONES

- A. Are telephones located within "Restricted Area" where TALENT is being discussed?
- B. Have all telephones in sensitive areas been technically or physically inspected?
- C. Is there an inter-com system within the room where TALENT is being discussed?
- D. Is automatic switchboard used?
  - 1. Are local operators used?

IX. TECHNICAL SURVEILLANCE

- A. Has technical surveillance for the detection of listening or sound devices been conducted in sensitive TALENT areas?
- B. Date area last surveyed.
- C. By whom was survey conducted?
- D. What type of equipment was utilized?

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X. SAFE OR VAULT CONTROL

- A. Who controls combinations of safes housing TALENT materials?
- B. Who controls combination of Vault door?
- C. Who has custody of combinations of vault or safes housing TALENT materials?
- D. Who physically changed the combinations to the vault and safes housing TALENT materials?
- E. What is the type of safes used for storing TALENT materials?
- F. Are safe check sheets used?
- G. Are open safe signs used?

XI. KEY CONTROL

- A. Does the TSO maintain key control for the Restricted Area housing TALENT?
- B. How many keys to this Area have been issued?
- C. By whom and where are duplicate keys made?
- D. Are there any outstanding keys to the door to the Restricted Area housing TALENT materials that cannot be accounted for?

XII. DOCUMENT CONTROL

- A. Is all TALENT mail logged in and given a registered file number upon receipt?
- B. Is time and date stamp used?
- C. Is there adequate secure storage available for overnight storage of pouches containing TALENT materials?
- D. Is an "In and Out" register current for TALENT?
- E. Have couriers transporting TALENT materials been properly TALENT cleared?
- F. Are TALENT cover sheets used for all TALENT materials being disseminated?
- G. When are the cover sheets attached?
- H.
  - 1. Are TALENT Cleared personnel required to come to the Restricted Area to review TALENT materials and/or reports?
  - 2. Is the material hand-carried by authorized messengers or couriers to individual officers?
  - 3. What record is maintained of those officers who have reviewed the materials?
  - 4. Is the TALENT material charged out to TALENT cleared officers and returned to the center at the close of business each day?
  - 5. How are TOP SECRET-TALENT materials handled?
  - 6. Is your TOP SECRET Control Officer TALENT cleared?

XIII. DESTRUCTION OF TALENT CLASSIFIED WASTE

- A. In what manner is collection made of TALENT waste materials?
  - 1. How Often?

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- B. How is destruction effected and under what supervision?
  - 1. Pulper, Incinerator, Disposal Machine, Shredder?
- C. Reproduction of TALENT material waste, accountability?
- D. How is TALENT waste stored while awaiting destruction?
- E. Have destruction certificates been properly executed for TALENT materials?

#### XIV. TALENT COURIERS

- A. Outline briefly procedure used for the transmission and receipt of TALENT materials, locally and foreign.
- B. What follow-up is made to insure receipts are returned?
- C. What overseas courier facility is used for transmitting TALENT materials?
- D. What type of courier credentials are used.
- E. Does courier Headquarters have authorized signature list?

#### XV. PERSONNEL

- A. Procedure utilized to obtain TALENT clearances?
- B. Degree of briefings
  - 1. Admin-Support
  - 2. Full clearances to review all materials.
- C. Clearance Evaluation standards
  - 1. Have the TALENT clearance standards been made known to your Security Office?
    - a. Must-know element followed
    - b. Top Secret or SI clearable
    - c. Unquestioned loyalty to USA
    - d. Unquestioned loyalty of family to US
    - e. No close associates whose loyalty questioned
    - f. No close relatives subject to duress
    - g. American citizenship
    - h. Possess stable moral character
    - i. Continual violations of security regulations will not be acceptable.
- D.
  - 1. Are your TALENT clearance records up to date?
  - 2. Are your TALENT debriefing records up to date?
  - 3. Are your foreign travel records up to date?
- E. Char Force
  - 1. Does the char force clean your TALENT restricted area?
  - 2. Has the char force been security cleared for employment?
  - 3. If the char force cleans the restricted area what action is taken to secure classified TALENT materials?

#### XVI. NEW TALENT CONTROL CENTERS

- A. Has the TSO and/or TCO conducted a personal inspection of any proposed new TALENT Control centers prior to referring such request to the TCO/CIA for final concurrence?

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- B. Where are the local centers physically located?
- C. Has the TSO conducted inspection of new or proposed TALENT Control Areas within their respective services to ascertain that the installations are abiding by the requirements outlined in the TALENT Control Manual?